

25 September 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Items discussed with [ ] this date

1. Forms Management Handbook

I left with [ ] the Forms Management Handbook for coordination in accordance with the usual Agency procedure. He reviewed it hurriedly and seemed pleased that it had been completed. I asked his viewpoint about including a number of graphic illustrations and he suggested that we go ahead with the coordination and, in the meantime, get some estimates from Printing Services on the relative costs. The amount of expenditure will determine whether we can include graphics. Generally speaking however, he is in favor of it.

2. Applicant Files.

I reviewed with [ ] my discussion with [ ] OP, pertinent to the reluctance of destroying Applicant Files in accordance with Records Control Schedule. I left a draft of a memorandum to Col. White from me proposing that the Applicant Files be destroyed in accordance with present provisions of the schedule. [ ] was quite interested in this proposal and expressed his doubts about the need to retain these files for 25 years as the CI Staff wishes. I advised him that [ ] had promised to contact me again and I felt that the Memo to Col. White should not be finalized until then.

3. Trip to [ ] DDP/RMO

[ ] is quite interested in the results of this trip particularly with respect of destroying a substantial volume of DDP records as outlined in my Memo to [ ] of 15 June 1962.

4. Vital Records Workshop at GSA

I showed [ ] a copy of GSA Records Management Seminar Outline and advised him that we had received clearance from Security, Director's Office and Col. White to present this at the National Archives on the 26th of September.

5. Space Rearrangement - 1016 16th St.

[ ] requested that we not make any changes in our present space assignments until the Agency-wide Space Survey is completed.

MORI/CDF

6. Expenditures for Printing and Reproduction.

I requested [ ] to advise me as to what procedure to follow in the future in obtaining Printing services. He said that no policies had been established and until they can develop some procedures, it probably would be best for us to forward our requisitions to him. I left with [ ] a requisition for reproduction of 2 copies of 4 charts concerning Records Center Operations.

7. Trip to GSA Vital Records Center [ ]

[ ] requested that we not make any arrangements for a definite date at this time. He wants to know more about the DDI interest in the possible use of this site.

8. Change in Procedure for Assignment of Job Numbers to Inactive Records.

I advised [ ] that we would make a change in procedure for the assignment of Job Numbers to inactive records to be transferred to the Records Center. The procedure in the Guide For Records Retirement will be changed so that in the future Records Officers will call the Center, advise them the item number on the schedule and the approximate volume of records to be transferred. Records Center will, from their copy of the Records Control Schedule, determine if the records are scheduled, whether there is a definite disposition instruction and assign a job number over the telephone if the records meet the proper criteria for transfer. This eliminates an objection proposed by 2-3 Records Officers to the procedure outlined in the Guide. [ ] agreed to this proposal and I have advised [ ] to notify Records Officers of this change.

CC: [ ]